

SCIENCE LABORATORY TECHNICIAN

JOB DESCRIPTION

LOCATION	Queen's International Qatar	
JOB PURPOSE	<ul style="list-style-type: none"> ▪ Provide practical support to the science department, ensuring the safe and effective delivery of science lessons. ▪ Maintain laboratory equipment and resources to support the curriculum. ▪ Promote high standards of health and safety in all laboratory activities. ▪ Align with the mission, vision, and values of Queen's International Qatar and Artemis Education. Engage in co-curricular activities as required ensuring a high level of participation in a wide range of activities. 	
REPORTING TO	Head of Science Department	
DIRECT REPORTS	NA	
OTHER KEY RELATIONSHIPS	Internal: <ul style="list-style-type: none"> ▪ Teachers ▪ Administrative staff 	External: <ul style="list-style-type: none"> ▪ Students ▪ Suppliers and Maintenance Providers
KEY RESULTS AREA	PERFORMANCE MEASUREMENT	
LABORATORY PREPARATION AND MAINTENANCE		
<ul style="list-style-type: none"> ▪ Prepare and set up equipment and materials for science experiments and practical lessons. ▪ Ensure all laboratory equipment is clean, functional, and stored appropriately. ▪ Maintain an organized inventory of chemicals, tools, and apparatus. 		<ul style="list-style-type: none"> ▪ Regular maintenance logs indicating equipment functionality and cleanliness. ▪ Up-to-date inventory records with minimal discrepancies..
HEALTH AND SAFETY COMPLIANCE		
<ul style="list-style-type: none"> ▪ Conduct regular safety checks of laboratory equipment and facilities. ▪ Ensure proper storage and labeling of hazardous materials. ▪ Provide guidance to staff and students on safe laboratory practices. 		<ul style="list-style-type: none"> ▪ Documentation of routine safety inspections and prompt resolution of identified issues. ▪ Compliance with local and international safety standards, with no incidents reported.
SUPPORT FOR TEACHING AND LEARNING		

<ul style="list-style-type: none"> ▪ Assist teachers during practical lessons and demonstrations. ▪ Provide technical support and advice to students undertaking experiments or projects. ▪ Develop and trial new experiments in collaboration with teaching staff. ▪ Order and replenish laboratory supplies and equipment as needed. ▪ Maintain accurate records of purchases, and equipment maintenance. ▪ Coordinate with external suppliers and service providers for equipment servicing and repairs. 	<ul style="list-style-type: none"> ▪ Successful implementation of new experiments enhancing the learning experience. ▪ Increased student engagement and proficiency in laboratory skills. ▪ Efficient procurement processes ensuring uninterrupted availability of necessary supplies. ▪ Accurate and organized administrative records accessible for audits and reviews.
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PROFESSIONAL AND PERSONAL DEVELOPMENT

<ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan ▪ Development Plan to include: <ul style="list-style-type: none"> - Continually striving to improve performance. - Setting and working towards targets with your line manager linked to the school development plan. - Participating in learning walks and observations and coaching as appropriate. 	<ul style="list-style-type: none"> ▪ Performance appraisal ▪ Personal Development Plan ▪ Engagement with training and development opportunities
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PROFESSIONAL AND PERSONAL DEVELOPMENT

<ul style="list-style-type: none"> ▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK. ▪ Compliance with visa requirements for working in Qatar. ▪ A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required.
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PERSONAL SPECIFICATIONS

<ul style="list-style-type: none"> ▪ Bachelor's degree in Science Laboratory Technology, Chemistry, Biology, or a related field. ▪ Certification or training in laboratory safety and management. 	<p>Essential</p> <p>Desirable</p>
<ul style="list-style-type: none"> ▪ Experience working as a laboratory technician, preferably in an educational setting. ▪ Familiarity of the English National Curriculum ▪ Strong understanding of health and safety regulations in a laboratory environment. 	<p>Desirable</p> <p>Desirable</p> <p>Essential</p>

PERSONAL ATTRIBUTES

<p>Here is what we expect at Queen's:</p> <ul style="list-style-type: none"> ▪ High levels of personal integrity ▪ Conscientious and able to focus on completing work to a consistently high standard ▪ Flexible and positive approach to work ▪ Excellent organisational and time-management skills; high attention to detail ▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved ▪ Adaptable to working in a fast-paced, ever-changing environment ▪ Ability to work under pressure and remain calm ▪ Proactive and willingness to take on multiple tasks ▪ Self-motivated and enthusiastic ▪ Ability to work independently ▪ Must be a team player, willing to help, and be flexible ▪ Continually strive for improvement
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DISCOVER YOUR GREATNESS

We are Artemis Education, a leading international schools organisation. Our mission is to improve access to outstanding education. Every day, our teachers and support colleagues encourage our students to discover their greatness. Our vision is to inspire students to become purposeful, proactive, and passionate global citizens. Our innovative use of educational technology also creates a personalised, 21st-century learning experience for all students. We recruit and retain the world's best teachers and offer unforgettable events and expeditions.

This job description does not constitute a complete description of duties. Staff members shall carry out the professional duties of their assigned role, including those duties particularly assigned by their direct report, as set out above but not restricted to them. The staff member may be required to undertake other duties as reasonably required by the school.

SAFEGUARDING

Queen's is committed to safeguarding and promoting the welfare of children and young people. As an employee you are expected to share this commitment. The protection of students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organization. All staff commit to implementing and adhering to the Safeguarding Policy.